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77-6240

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30 NOV 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater  
Director of Training

SUBJECT: Inspector General Interest in Assuring  
That Agency Personnel are Aware of  
Responsibilities Under Certain Laws,  
Executive Orders and Regulations

1. In early November, the Inspector General expressed interest in developing a training program for Agency personnel to assure that they were aware of their responsibilities in such areas as EO 11905, HR [REDACTED] conflict of interest laws, and a variety of legislative requirements including use of leave, FOIA/Privacy Act, the Hatch Act, equal employment opportunity, etc.

2. On 7 November, a meeting was held to discuss the subject with the following participants: Messrs. John [REDACTED]

some detail his concern that many employees are not aware of their responsibilities in the areas cited above. He was not sure that briefings and training programs adequately covered these subjects.

3. Following general discussion of this issue, the following steps were agreed upon:

a. [REDACTED] OGC, will attempt to draw up a catalog of those laws, executive orders and regulations which are of concern to [REDACTED]

b. The Office of Training will begin to examine its courses and determine what coverage is currently offered in OTR courses.

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c. Following the above actions, the group will reconvene and attempt to develop appropriate courses of action, such as improving EOD briefings, augmenting coverage of these subjects in certain courses, or creating new training programs.

4. In line with paragraph 3 above:

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a. [REDACTED] OGC, informs us that he has reviewed HHB [REDACTED] and the restrictions in EO 11905. He has also done some work in revising "conflict of interest" regulations. He has not yet completed the catalog of laws, etc. He states that he would be able to discuss this matter with the group again in about two weeks (probably the week of 12 December 1977).

b. The Office of Training is gathering information from the training units on the coverage of these topics in a variety of courses. This survey is nearly completed. However, we still will need to measure [REDACTED] list against what is being done now. STATINTL

5. We plan to call a meeting of the group during the week of 12 December 1977 to evaluate the data at hand and examine appropriate new directions. ✓

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[REDACTED]  
Harry E. Fitzwater

cc: [REDACTED]

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